ANNEXURE.

IMPROVED SYSTEM OF OFFICE PROCEDURE.

Definitions.

1. (1) A "current" is a paper which, whether it arises in the office or is received therein from outside, initiates a correspondence.

(2) A "File" is a bundle of papers forming a connected correspondence. It begins with a current and ends with a disposal. Office notes, etc., are also included in a file.

(3) A "Disposal" means a communication or order by which a correspondence is closed and the responsibility of an office (as regards such correspondence) discharged. The term "disposal" is used also to indicate a disposal of file.

(4) A "Reference" is an intermediate communication calling for information, asking for orders and so forth.

(5) "Index" is a list of subjects arranged in alphabetical order. The "title" is an entry in the index relating to an individual paper. The "Head" of a title means the catch-word that is placed first in the title by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding out the title.

(6) A "Call Book" is a register for noting entries in respect of a communication on which no immediate action is required, but in regard to which a report will have to be submitted at some subsequent period. For example, a report on the working of some new rules after the lapse of a definite period.

(7) "Filed papers" are those which are not included in the R. D. or L. bundles according to their current numbers, but kept in special bundles arranged according to their *subjects*.

(8) The "N Reference Slip" is a slip on which the current number, date and other particulars pertaining to any correspondence is noted when the entire file of correspondence is sent out of office in original.

II. REGISTRATION OF PAPERS.

2. *Registers required.*—The most important of the several registers required to be maintained in an office are the General Receipt Register, the Personal Register, the Periodical Register and the New Case Register. They take up all papers which are in a pending stage whether they have been received in the office or have arisen there and operate as useful checks on the work of the office generally up to the stage at which papers are handed over to the Record Keeper.

In addition to these registers, the following special registers must be maintained:—

(1) Fair copy Register,
(2) Petition Register,
(3) Call Book.

3. *General Receipt Register*—This will be in form I. It will be adequate if sufficient particulars are entered in column 4 to enable the communications to be identified. The tappal clerk, *ie.*, the clerk who assists the officer who opens the tappal, will enter aganst each paper in the register, the letter of the section to which the paper relates and the number of the clerk concerned. The officer opening the tappal will initial the register after each batch of entries in it. The tappal clerk is responsible for seeing that the clerk concerned acknowledges it in column 7 of the General Receipt Register and also enters his Personal Register Number in column 6. Papers entered in General Receipt Register may at once be sent out of the office again, when no further action is necessary in which case no entries are made either in the Personal or other registers. In such cases, they may be sent back marked "General No. 1922."

4. *The Personal Register* will be in Form II. As soon as the clerks who are to deal with the papers receive them, they will register them at once in their Personal Registers. If a paper is a new case, the clerk will enter it in column 4 of the Personal Register. The entry in this column must be identical with the index title, if the paper is to be indexed and, in any case, must be framed and arranged exactly like an index title. Columns 1 and 3 may also be filled up. As soon as a new case is entered in column 4 and columns 1 and 3 are filled up, the clerk must at once prepare index slips for it in

duplicate, using carbon paper, if necessary. A current that originates in the office is treated just like any other new case. It will be entered in the Personal Register, in column 4 of which the word "Arising" (*i.e.*, arising in this office) will be entered after the title, and if necessary, Index Slips will be prepared for it. After entering the new cases, the clerk will enter all old cases against their appropriate current numbers in column 8.

Column 2 of the register will be filled up in respect of new cases by the *Superintendent of the Current Section.* No paper that is to be entered in any other register (except the General Receipt Register and of course the New Case Register) must be entered also in the Personal Register.

5. The New Case Register will be in Form III. In order to avoid having as many series of current numbers as there are sections in an office which would be in many ways inconvenient, all new cases will be entered in the New Case Register. Nothing will be entered except the New Case Number, the Section Letter and number of the clerk who has to deal with the paper and the initials of the Record Keeper when he acknowleges it after disposal.

N. B.—New cases mean all papers that are not old cases.

Old cases mean replies to references previously issued, and papers which, though not replies to references, have for any reason to be filed in "Currents" already pending.

6. *Fair Copy Register (Form IV).*—This is maintained in the Current Section. It is the business of the Superintendent, Current Section, to see that the current number of each paper sent to be fair copied is at once entered in the register, and that the dates on which it is given to the Typists, returned to the Superintendent, signed and despatched, are *promply and correctly entered* in the appropriate columns of this register. *No other Despatch Register is to be maintained for communications to be sent by post.*

7. *Periodical Register.*—Periodicals are registered in the Special Register kept for that purpose which will be maintained in Form V.

This is a combined register of periodicals coming into the office, as well as of periodicals sent out of it. Columns 1—5 and 7 of this register are entered beforehand once a quarter.

8 *The Stock list of Periodicals.*—A list of periodicals for the submission, scrutiny or review of which an office is responsible, should be kept in every office, and changes, if any, should from time to time be posted in it. This is a permanent list, and should be kept in Form VI. Each periodical is numbered in the Stock List, and to each issue of a periodical a subsidiary number is given. Thus if the return of fresh men entertained in service, bears the number 50 and is a quarterly, the return for the first quarter will be periodical No. 50·1, for the second quarter 50·2, for the third quarter 50·3, and for the fourth quarter 50·4. Similarly in the case of a monthly return bearing No. 60, the return for the first month will be 60·1, for the second 60·2 and so on.

From this list the Periodical Register is prepared by entering in it at the commencement of each quarter the several returns and reports *in the order of their falling due.* A monthly return should be booked twelve times in the register and a quarterly four times and so on. If a return is obtained from ten offices, say, for review or for sending up a consolidated return to a higher office, it should be booked only once in the register, the names of the ten offices furnishing information being noted in column 7.

9. *Petition Register.*—All petitions addressed to the office, whether sent by post or presented in person, should be entered in this register which will be maintained by the Superintendent of the Current Section in Form VII. The entry in the Petition Register will be closed immediately whenever the subject dealt with already forms part of an official correspondence or as soon as a fresh communication is initiated from the office.

Note.—Endorsed petitions received from higher authorities for disposal should be entered as ordinary papers and should not be brought into the Petition Register.

10. *Tour Register.*—Papers received in camp by touring officers should be entered in this register and sent as early as practicable for being entered in the appropriate registers of the office.

11. As soon as the subject clerk has completed the entries in the Personal Register relating to the papers received on any one occasion, which is to be done with the least possible delay, he will send the register to the Superintendent, Current Section, with one of the Index Slips prepared for each of the new cases that has been marked "Indexed". If there are no new cases, of course, there is no need to send the register to the Superintendent.

As soon as the Superintendent of the Current Section receives the Personal Register, he will enter in column 2 against the new cases in it, the next unassigned current numbers

in his New Case Register, (Form III appended). He will enter against the corresponding numbers in his New Case Register the Section Letter and the clerk's number. He will also enter the appropriate current numbers on the Index Slips. He will then return the Personal Register to the clerk concerned and send on the Index Slips to the Record Keeper. On receiving back the Personal Register, the clerk will enter the current numbers on the new case files and file the Index Slips in his own index, noting on them the new current numbers. The Record Keeper will place the slips received each day in their strict alphabetical order in a general index maintained by him for the whole office.

12. *Papers that need not be registered.*—The general rule is that every paper received in an office should be registered in the Personal Register. But where special and technical registers are maintained in respect of any classes of papers *e.g.*, loan applications, darkhasts, etc., they need not be entered in the register. Papers of obviously transitory importance or on which no action is required, such as post cards of rain gauge readings, Plague and Cholera reports of other districts, Government Orders, etc., need not be entered in the registers. A list of papers which need not be registered should be prepared and maintained in each office under the sanction of the Head of the Department.

III. REFERENCING AND DRAFTING.

13. *Transfer of papers to disposing clerk.*—Every current as soon as it is received should be handed over to the clerk who deals with the subject to which it relates after its entry in the General Receipt Register, if necessary.

14. The duties of the disposing clerk are:—

(1) To register the papers in his Personal Register and prepare duplicate copies of Index Slips or communications to be indexed.

(2) To cause previous papers to be put up by reference to his index.

(3) To study the files and carry the current through all subsequent stages till it is finally disposed of.

The maximum time allowed for referencing will be ordinarily seven days. In important or emergent cases the time must of course be less. If it proves impossible to draft on a paper within the maximum period, it must be put up for perusal with a remark to that effect.

15. When previous papers are required for reference, the disposing clerk should look up the indexes, and requisition for the records needed on the prescribed slips. The Record Keeper is responsible for furnishing the records asked for without undue delay, but the disposal clerk should see the paper through this stage,

16. *Modes of disposal.*—When a paper cannot be disposed of without calling for further information, the communication for the purpose should issue as a reference.

17. When it cannot be disposed of pending the disposal of another current or pending the receipt of a promised further communication, it should be put by with a remark to the effect " to lie over pending, etc." The remark should be copied in pencil in the disposal columns of the Personal Register, and cancelled as soon as it becomes possible to dispose of the case.

IV. DISPOSALS.

Disposals are usually of the following classes:—

R, D, L, N or F.

R (Retain) disposals are those that are to be retained permanently.

D (Destroy) disposals are those that are in the usual course to be destroyed after ten years unless otherwise ordered.

L (Lodge) disposals relate to disposals of papers of a less important character which should be destroyed after two years.

N Disposals are those that are to be sent out in original.

F Disposals are those that are filed by subjects (*vide* definition).

18. When all the information required for the disposal of a paper is ready and the final communication may issue, it would be a disposal and the series R, D or L into which it should go depends on whether it should be retained permanently or for a period of ten years or two years. A disposal is such a final order as closes the file and renders it ready to be indexed and put on record.

19. Disposal may be effected, however, without issuing any communication, the paper being merely filed. This is done when no action by the office is required on a paper. This would be an "F" disposal.

20. Whether a paper should go out as a reference or as a disposal, and in the latter case, the series in which it should be entered must be determined by the drafting clerk in

consultation with the head of section and clearly indicated on the draft by the letters R. D. or L, prefixed to the current number. The clerk's number must be marked on all drafts except on disposals *after* the Section Letter. Thus "No. A 4-760-22" where A is the Section Letter, '4' the clerk's number, '760' the current number and '22' is the year.

21. *Papers endorsed out in original.*—Many disposals can go through the office endorsed in original on the current. For these, office copies need not be kept. But an abstract of the disposal may be given in the last column of the register. In this case, the letter N is prefixed to the current number of the final communication.

22. References can go through the office endorsed in original. In important cases when fuller particulars than what has been noted in column 4 of the Personal Register might be required when the file is not available, an "N reference slip" in the form given in appendix should be filled up and kept in place of the file. These slips are tagged and retained by the subject clerks until final disposal.

23. *Miscellaneous points to be attended to in drafting.*—In quoting the letter under reply, the number as well as any symbols that may have been appended to it should be quoted.

Paragraphs in drafts must always be numbered.

Months quoted in drafts must always be by name and not by number.

In heading letters, the name and designation of the writer and of the addressee should be given.

Care should be taken to enter at the foot of every draft, the address entries *i.e.*, the designation of each officer to whom the communication is to be sent, with the enclosures to accompany it to each address.

24. When a draft prepared by a clerk is sent up for the approval of the superior officer, the draft with the current or currents should be placed at the top, and the papers put up for reference should be arranged below in chronological order.

25. Previous papers put up should not be filed together, nor placed either one inside the other or inside the current. They should simply be tied together by means of a tape, the oldest paper being at the bottom.

26. *Procedure before drafts are given disposal letters.*—When a draft of a final communication has been passed by the superior officer and returned to the office, the disposing clerk should:—

(1) index the disposal, if the subject has not already been indexed, if of R or D class.

(2) Note the nature of the disposal and its date on the file on his Index Slip and in his Personal Register.

(3) Detach all enclosures which are to go in original,

(4) Detach and destroy in the presence of the head of the branch all reminders and chits not intended for record.

(5) Page the file in red ink and

(6) Enclose the file, if it is of the R or D series in a Disposal Docket and cause it to be stitched with a stout thread on the top of the left hand corner.

27. In the Disposal Docket of which a specimen is given in the appendix, should be noted the name of the department and office, the number of the current preceded by the letter R. or D, the date of disposal, the number of pages in the file and the year of destruction, if the file is a Disposal to be kept for more than ten years.

28. After this, the disposing clerk should pass on the files with drafts to the Superintendent of the Current Section.

29. One of the most important duties of a disposing clerk is to note the chains of reference He should enter on the Disposal Docket under the heading "back papers" the date and number of the previous disposals put up for the current or currents disposed of, where such papers are not mere precedents, but are absolutely necessary for a proper understanding of the previous history of the case. Similarly, he should enter under the heading "further papers" on the Disposal Dockets, the disposals put up, the date and the number of the present disposal. For example, if a disposal No. 200, dated 15th April 1915, has a disposal No. 100, dated 1st March 1915, put up for it, the disposing clerk should, when enclosing the later disposal, in the Disposal Docket note on it as follows :—

Back papers No. 100, dated 1st March 1915, and on the docket sheet of the earlier disposal (No. 100, dated 1st March 1915) as follows:—

Further papers No. 200, dated 15th April 1915.

It is essential that the chaining should be carefully done, as otherwise there would be difficulty in getting together related papers.

The disposing clerk should return the put-up files to the record room and obtain back and cancel the requisition slips therefor. The Record Keeper should immediately place the returned files in their respective places and note the date of return in the Issue Register.

V. FAIR COPY AND DESPATCH.

30. The Superintendent, Current Section, will see that all the necessary instructions have been noted on the office copy and will enter it in the Fair-copying Register. He will then give it to the Typist to be typed, at the same time giving him any instructions that may be necessary or calling his attention to any point of importance. If any other papers have to be copied and sent as enclosures to the draft, he will hand these over to the Typist with such instructions as may be necessary. The Typist will type the drafts in the order in which he receives them, except of course that urgent papers will take precedence of those that are not urgent, and very urgent papers of those that are merely urgent.

31. At the head of every fair copy will be typed the words "in all future correspondence please quote number (here, the Section Letter, clerk's number if there is one, and current number, preceded, if it is a disposal, by R. D. or L. will be typed) and the Title".

32. It is the duty of the Superintendent, Current Section, to see that the papers are typed, sent for signature to the head of the office or the officer signing for the head of the office, and on receipt after signature, despatched with the least possible delay, and that the date on which each of these stages is reached is promptly and correctly entered in the appropriate columns of the Fair Copy Register. It is also his duty to see that carbon copies and duplicate copies are legible. He will make such arrangements in regard to the comparing of fair copies as may be ordered from time to time by the head of the office. Fair copies will not be examined by the subject clerks concerned, as this leads to great delay in despatch, besides interrupting and delaying the work of the clerks.

After signature the papers will be returned to the Superintendent, Current Section who will hand them over to the despatcher for despatch after noting the nature of disposal and the date in the New Case Register. He will enter the date of despatch in the proper column of the Fair Copy Register. It shall be the duty of the Superintendent of the Current Section to hand over all disposals to the Record Keeper and obtain his acknowledgment in the New Case register.

33. *Local Delivery Book.*—No separate Despatch Register need be maintained other than the Fair Copy Register. Letters, etc., intended for officers and others living in headquarters will be entered in the Local Delivery Book in which the signature of the person to whom they are delivered will be taken in the column intended for the purpose. The despatching clerk will examine the Local Delivery Book daily and see that the letters, etc., entered in it have been delivered and acknowledged.

34. *Despatch Stamp.*—The Despatch Stamp is to be stamped on the office copy, if there is one. In the case of "N" references, it will be stamped on the "N" reference slip if there is one, in the case of other references of which no office copy is kept, on the note file if there is one, and if there is no note file, on the page of the current file on which the order to issue, or the gist of the reference is recorded. When an "N" disposal is issued, the Despatch Stamp will be stamped against the number in the New Case Register, if it has been entered in it. If it has not been so entered, the Despatch Stamp must be stamped in the disposal column of the Personal Register against the corresponding entry.

VI. INDEXING.

35. The maintenance of an index is an essential part of every system of office procedure under which files are not arranged according to subjects in the records. Every paper that is given an "R" or "D" disposal should be indexed. No periodicals should be indexed unless a communication ending in a "R" or "D" disposal arises out of it. Indexing should be done on loose slips which may be tagged together and kept on the loose system. For this purpose, the slips may be punched with two holes through which two tags may be threaded from the bottom side, the other ends of the tags being tied in a bow at the top. This permits of a fresh leaf being inserted in its proper order at any time. It is very important that the title of every letter should be written at the head of it. The appropriate place for writing the title on the drafts is after the word "Sir" or "Gentlemen" and this rule must be strictly and invariably obeyed.

36. It is most important that indexing should be done carefully. The title in the Personal Register and the index entry will of course be identical. It should be so worded as to facilitate the finding of the file, should it be wanted, from the record room at any time.

37. The first thing to do when writing an index title is to select the *head*. The head must be a word that will naturally occur to any one who wants the papers. It must not be too wide. It is absurd, for instance, to index all petitions under the head "Petition" though it would be appropriate to index under this head, any papers containing *instructions of a general nature relating to petitions*, for example a Government Order directing that Deputy Commissioners should receive petitions in person so many days a week or anything of that kind.

38. *Consistency essential.* Next, in selecting the heads, there must be consistency. Even if the heads are badly chosen, so long as there is consistency in the use of them, less mischief will be done than if they are in themselves better chosen. Consistency can only be secured by prescribing a standard list of index heads and sub-heads. A printed list of approved index heads will be supplied to each subject clerk. *No head or sub-head may be used in any circumstances whatever unless it is included in the list.*

39. *Use of heads and sub-heads.* In the standard list, some of the heads have their sub-heads printed under them. A head may be used alone or in combination with such a sub-head. *Such sub-head may not be used without a head.* But any head may, if appropriate, be used as a sub-head under another head. Under important and wide heads large numbers of sub-heads will be required. Every such sub-head must either be a head or sub-head found in the list.

40. Local classification should be adopted wherever possible, for instance, in indexing papers relating to assignments, leases, etc., of land, to land acquisition or to encroachments, the titles should be arranged thus:—

After the subject head should come the name of the *Taluk followed by* the name of the *village* in which the land, etc., is situated; then the survey number and other particulars if necessary, the name of the petitioner or appellant or other party concerned may be added. For example, Assignment Dharkhast Srinivaspur Taluk, Yeldur village Survey No. 320 Gundappa Refused.

41. Personal papers relating to officials and officers will be indexed under the name of the person concerned. "Sankara Rao C, Amildar, dismissed" would be indexed under S; and "Sankara Rao A," would come before "Sankara Rao C."

42. *Arrangement of several sub-heads.*—Generally the wider and more abstract ones should come before the narrower and concrete ones.

Title proper. After the heads and sub-heads comes the *title proper*. This must be as brief as is compatible with expressing clearly the main subject of the file and some particulars of the individual matter to which it relates, so as to enable one easily to find the papers that one may require. Brevity is a merit in a title. Unnecessary length is a positive evil. The title should show, at a glance, the subject of the paper, like a newspaper head line.

The head or sub-head should never be repeated in the title proper.—The title must consist mainly of substantive adjectives (where indispensable) and participles. That strict alphabetical arrangement may be practicable, it is necessary that the title should be broken up into numbers, each consisting of as few words as possible and each expressing an element in the subject matter. It is no use to try to put too much into a single title. The title must indicate clearly, but briefly one main subject of the order.

43. *Two or more titles.* If an order deals with more than one subject two or more complete titles under different heads may be necessary. But the same title must not be repeated under more than one head, and if it seems necessary to index it under each head, it may be indexed under one head, while on the other slips it may be written merely, "See so and so" (mentioning the former head).

44. *The same cross reference must never be repeated.*—The Index Slips received in the Records through the Superintendent of the Current Section will be filed in a single series and from them the general index for the office will be prepared by the Record Keeper. It will be printed at the end of the year and copies distributed to officials.

When the general index has been prepared, the clerk's slips for D Disposals will be sent to the record room and arranged so as to form a consolidated list of papers to be destroyed.

VII. CHECKING ARREARS AND PREVENTION OF DELAYS

45. The secret of checking arrears consists in carefully examining the Personal and New Case Registers. If a Personal Register shows no entry in columns 7 and 9, it means

that it is pending in the office. If it shows an entry in column 7 and no entry corresponding to it in 8, it is against some other office. If it shows an entry in the last column, it is out of the hands of the office as an arrear and is part of the record. If there is no entry in column 3 of the New Case Register, the inference is that the case is pending final disposal, either in the office, or for want of information from an outside office. A list of arrears pending against the office can be prepared at any time by reference to the New Case Register with the greatest ease. As every clerk has a separate number to the letter assigned to the section in which he is working, a calculation of papers pending against his Section Letter and number will give the total papers pending with him. The pending papers with other clerks can be similarly tabulated. As the numbers in the register have been assigned at the instance of the Disposing Clerks themselves, there is no risk of the same correspondence bearing different numbers as under the Disposal number system.

46. *Check by Chief Ministerial Officer.*—The ministerial head of each section should examine the Personal Registers of his section once a week to see that there is no undue delay in disposal, and should, for the same purpose, examine the bundles of papers pending with each clerk. At each examination he should initial the register. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to. An extract from the New Case Register showing the number of papers pending in each section at the end of the month should be sent by the Superintendent, Current Section, before the end of the first week of the succeeding month.

47. *Check by Head of Office.*—Once a fortnight, the Personal Registers of the clerks should be placed before the Head of the Office or officer in subordinate charge, the work of one or more clerks being *submitted daily* according to a regular programme.

48. On the 10th of every month, an *abstract arrear list* (in Form VIII appended) showing the papers received up to the first day of the same month and remaining undisposed of whether pending in the office or outside, will be submitted to the Head of the Office. This list will be compiled by the Superintendent of the Current Section in respect of general correspondence from the New Case Register and cheked by Heads of Sections with the Personal Registers and other registers before submission to the Head of the Office, (Deputy Commissioner). At the same time *a detailed list* will be submitted of all papers over three months old counting from the date on which the current was first-entered in the Personal Register and whether pending in the office or outside, classified according as they are over three months, over six months or over one year old. In this detailed list will be given the title of each paper and particulars as to where it is pending, since when it has been so pending, and if it is pending in the office, the reason for pendency being noted in the remarks column of Form IX. The detailed list should be prepared on a reference to the several Personal Registers of the clerks and certified by the Heads of Sections and the ministerial Head of the Office to be complete and accurate.

VIII. Circular Files.

49. Each disposing clerk should be required to maintain a file, pertaining to his branch of work, of rulings issued by Government and other superior authorities as well as by the Head of the Office. Matters embodied in departmental Codes and Manuals should be excluded from the circular file. The files should be examined from time to time by Heads of Offices to see that they are up-to-date and properly indexed for early reference.

IX. Papers not coming under the system.

50. The only papers whose disposal is not provided for above are registers, Gazettes and other periodical publications and books.

51. A label should be affixed to the outside cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

52. *Stock List and Ledger of Registers.*—In every office a stock list of registers should be maintained in a bound book in Form XII.

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned, quoting the authority in column 4.

The Ledger of Registers should also be maintained with the following headings :—

1. Number of volume,
2. Number of pages,
3. Date of opening,
4. Date of closing.

5. Due date of destruction.
6. Date of transmission to record room.
7. Shelf in which lodged.
8. Initials of Record Keeper.
9. Destruction remarks with initials.

The number and name of the register should be written in bold characters at the top of each page allotted to a register.

53. *Gazettes.*—Where separate rules exist as in the Revenue Department as to the mode of keeping Gazettes, they should be followed. In all other cases the following arrangements should be adopted:—

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

54. *Newspapers.*—Newspapers should be dealt with like Gazettes, that is to say, cuttings must be made of useful matter and the rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

55. *Other periodical publications.*—Such publications as can go into the Library should be put therein, entries being made in the catalogue as additions are made.

Administration Reports of the Departments with which an office has any degree of concern, and Magazines required for reference should be periodically bound up, the volumes being numbered. The Annual Rreports of all other Departments should after perusal be filed and sold as waste paper at the end of two years.

Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

56. Periodical Reports and Returns should be filed in annual bundles, arranged according to their number and sub-number in stock list. With an outgoing return will be filed any incoming return or returns from which it is compiled and correspondence which has arisen in connection with it. But in case the correspondence on a periodical has taken a general form which necessitates the indexing of the papers, they should be given a separate current number and included in the appropriate series of disposals.

X. RECORD ROOM ARRANGEMENT.

57. When papers are taken out of the Record Room for reference an entry to that effect should be made in the Record Issue Register to be maintained by the Record Keeper and a slip containing the undermentioned particulars of the record should be substituted for every paper so removed. The person taking the papers out of the Record Room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

Record Requisition Slip.

1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it was given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record Keeper.

The Issue Register should be in Form XIII.

The Register should be periodically examined by the Record Keeper and all outstanding records should be called in by means of a circular note; *vide* Form XIV. The note should, before being filed, be submitted to the Head of the Office.

58. *General Mode of Record Arrangement.*—A separate shelf or space must be set apart for each Department of business.

On the front of the shelf the name of the Department to which the papers therein lodged appertain should be printed, or written legibly and in bold characters on a thick label to be attached to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

59. *Arrangement of papers dealt with under the system.*—All numbered disposals, whether indexed or not, should be arranged in the order of their current number, and put

into the record racks or shelves. The disposals of any series will not, of course, form a continuous series, but that is quite immaterial, as no difficulty can arise in finding out any particular paper, if its number and the letter indicating the series in which it is included, is known. They should be tied up unfolded in bundles, not inconveniently bulky, between dealwood boards on the upper one of which should be pasted a printed slip of which a specimen is given in the Appendix (*vide* Form XV) showing the first and last number in the bundle.

The R. D. and L. series should be kept separate, but the disposals of different years in the same series must be together. Filed papers shall be arranged according to their own number or chronologically, *e.g.*, Government Orders, General subject files.

Registers should be arranged according to their number in the stock list, different volumes of the same register being together.

The arrangement of Gazettes, periodicals, etc., has already been explained.

For the arrangement and disposal of library books, *vide* rules issued with Government Order No. G. 5203-51—E. A. 4-14, dated 23rd November 1914. It is not possible to prescribe any rules for the periodical destruction of books. The library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the Library Catalogue being suitably amended at the same time.

60. *Rules for the destruction of Records.*—Drafting clerks and the Ministerial Heads of Offices and branches should mark on the draft of each disposal file before it is sent for orders whether the files should be permanently retained or destroyed after a term of years noting in the latter case, the year of destruction. The entries should be checked, and if necessary altered by the officer signing the communication.

After disposal, the disposals should be noted in the Personal and New Case Register and on the Index Slips. The nature of the disposal and the date of disposal of each file will be noted on the corresponding Index Slip in the Records by the Record Keeper as soon as the file is received by him.

61. Destruction of papers should take place once a year at an appointed time, and the papers proposed for destruction should be carefully scrutinised by the Head of the Office. The papers to be destroyed will be :—

(1) Disposals of the D series of the 11th year preceding, with the exception of those marked for retention for a longer period.

(2) Disposals of the L series and bundled papers referred to in Rule 12, Gazettes omitting portions taken for binding, and Administration Reports not required for further reference of the third year previous.

(3) Volumes of Registers ripe for destruction to be found out by consulting the Ledger of Registers.

(4) Old records that have become time-barred according to the rules regulating their preservation.

(5) Time-expired periodical reports and returns.

At the time of destruction, the fact that a paper has been destroyed, and the year in which it was destroyed should be noted on the Index Slips and in the Ledger of Registers under the initials of the chief ministerial officer. This might be done by a rubber stamp bearing the inscription "Destroyed 19".

62. At the time of destruction, no detailed list of records to be destroyed need be made, but a list of the classes of records to be destroyed. (For example, Lodged Disposals of 192 . D. Disposals of 192 , except Nos..... and so on), will be put up and approved by the Deputy Commissioner or the Head of the Office. The Index Slips relating to the records that are ripe for destruction will be taken out of index and filed in a separate binder, and submitted with the list of the classes of records to be destroyed. The slips of any papers that the Deputy Commissioner or the Head of the Office directs should be retained permanently will be altered by substituting R for D before the Disposal Number. The same alteration will be made on the Dockets of the files themselves, and the files will be transferred to the "R" bundle for the same year. The slips for such papers will be put back into the Index. If the Deputy Commissioner or the Head of the Office orders that a D. Disposal file should be retained not permanently, but till a certain year, the file will be transferred to the D. Disposal bundle of papers ripe for destruction that year, the fact will be noted on the Docket and on the Index Slip and the Index Slip will be put back into the Index. The binder containing the slips for papers finally selected for destruction will be labelled "Disposals destroyed in 19 ". After the papers have been destroyed, the Sheristadar or the Chief Ministerial Officer will certify at the foot of the list of records to be destroyed that such and such papers in the list have been ordered

to be retained permanently or for a certain period, specifying them by their numbers. These lists will be carefully filed and preserved in the Record Room in a special bundle. The binders containing the Index Slips for the destroyed files will be kept carefully along with the lists.

63. In regard to the general destruction of subject files the orders of the Deputy Commissioner or Head of the Office should be taken annually. A list of such files should be put up and orders taken how long each should be kept. The year of destruction should then be noted on each bundle.

64. *Mode of Destruction.*—All manuscript papers and all printed papers which have not been published should be burnt in the presence of the Chief Ministerial Officer.

Gazettes, Newspapers and other printed papers which have been published may be sold as waste paper

65. The registers and *forms required by these rules are the following. Against the former the periods of preservation are noted.

1.	General Receipt Register	... Permanent.
2.	New Case Register	... Do
3.	Periodical Register	... Ten years.
4.	Stock list of periodicals ..	... Permanent
5.	Petition Register	... Do
6.	Register of papers received in Camp or Tour Register	... Two years.
7.	Personal Register of disposing clerks	... Permanent.
8	Fair Copy Register	... Do
9.	Call Book	... Two years, if there are no entries to be renewed.
10.	Index Register	... Permanent.
11	Monthly statement of arrears ...	... Two years.
12.	Stock list and Ledger of Registers	... Permanent.
13.	Requisition Slip and N. Reference Slip	... Two years.
14.	Record Issue Register ..	... Two years, provided there are no outstanding records.

*For Forms, *vide* Appendix.

APPENDIX.

SAMPLE FORMS REFERRED TO

IN THE

NEW SYSTEM.

FORM No. I.

GENERAL RECEIPT REGISTER.

Date of receipt	From whom received	Number, if any, of the communication and date	Brief description or catch word	Letter of the Section and number of the clerk	Personal Register number	Initial of the clerk for acknowledgment
1	2	3	4	5	6	7

FORM No. II.

PERSONAL REGISTER.

Serial No.	Current No.	Date of receipt by Clerk	(1) Title (main head underlined, (2) From whom (3) Outside number and date (If indexed enter "I" here)	Date of submission by clerk	Returned to clerk	Reference issued, To whom number and date	Reply or fresh current received, From whom, Number and date	Nature (R. D. F. L. or N.) and date of disposal. In the case of N. Disposal enter brief abstract
	2	3	4	5	6	7	8	9

FORM No. III.

NEW CASE REGISTER.

Current No.	Section letter and Clerk's No.	Nature (R. D. F. L. or N.) and date of disposal	Record Keeper's initials
1	2	3	4

FORM No. IV.

FAIR COPY REGISTER.

Serial No.	Number or description	Date of Receipt by					Superintendent's initials
		Superintendent from Section Clerk Letter No.	Initials of Typist	Superintendent	Signature	Despatch	
1	2	3	4	5	6	7	8

FORM No. V.

Periodical Register for Displaying and Registering papers due at fixed intervals for the Calendar year 191 .

Columns 1 to 5 and 7 must be filled up for every quarter in advance. A monthly periodical must be entered here 12 times a year, a quarterly periodical 4 times a year, and so on. Each periodical must be separately ruled off. Entry in column 12 will be omitted if periodicals are filed according to their stock numbers and sub-numbers:—

Number of periodical	Name of the periodical	Due dates		Name of the clerk responsible	Number and date of reminders received from superior authority	Name of the officer from whom the periodical is due	Date of reminders sent from this office	Date of receipt of periodical	Abstract of reference if any, sent from this office, and date	Number and date of reply	Number and date of disposal if disposed of by number. Copy of the disposal in other cases	Date of receipt of the periodical file by Record Keeper with initials
		In-coming	Out-going									
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM No. VI.

STOCK LIST OF PERIODICALS.

Serial No.	Name of report or return	From whom due	To whom due	Reference to orders containing general instructions for the preparation of the return.

FORM No. VII.

CURRENT REGISTER OF PETITIONS.

Each item must be separately ruled off.

Number in this register	From whom	Taluk	Village	Value of Court-fee stamps attached and enclosures	Date of receipt	Purport of the current with catch-ward underlined	Reference sent out; date and to whom, with a brief abstract. If a paper goes out in original copy of the reference	Outside number, date and brief abstract of reply	Number and date of disposal if disposed of by number. Copy of the disposal in other cases
1	2	3	4	5	6	7	8	9	10

FORM No. VIII.

Abstract of arrears of the office of.....

for the month of..... 192

Section and Clerks	In which Registers	Number previously pending	Number received	Total	Number disposed of	Balance	Number pending outside	Remarks
1	2	3	4	5	6	7	8	9
	Periodical ...							
	Personal ...							
	Petition ...							
	Special Registers (if any)							

FORM No. IX.

ARREAR LIST.

Serial No.	Current number and date of receipt	Title	Where pending	Date of last reference	Remarks (reasons for pendency)
1	2	3	4	5	6

FORM No. X.

DISPOSAL DOCKET.

19.

Department of

Office.....

Station.....

Disposal No.
Series.....
Dated

To whom sent

Pages in the file.

Not to be filed in the case of permanent records.

BACK PAPERS.

Dis. No.	Department / Series	Date	Dis. No.	Department / Series	Date

FURTHER PAPERS.

Dis. No.	Department / Series	Date	Dis. No.	Department / Series	Date

FORM No. XI.

CALL BOOK.

Serial No.	Personal Register No.	Outside No.	Date of entry in the Register	Subject	Details of order to lie over, *e.g.*, when further action is due	Date and nature of disposal R.D.F.L. or N.
1	2	3	4	5	6	7

FORM No. XII.

STOCK LIST OF REGISTERS.

No.	Name of Register	Heading of the columns of the Register	Authority prescribing and reference to discussion, if any, regarding the Register	Period of preservation	Remarks
1	2	3	4	5	6

F

FORM No. XIII.

RECORD ISSUE REGISTER.

Serial number of the requisition	Date of receipt of requisition	Date of issue from Records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking	Initials of the Record Keeper or his Assistant delivering	Date of return	Signature of the clerk returning	Initials of the Record Keeper or his Assistant receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM No. XIV.

RECORD KEEPER'S CIRCULAR.

The following records obtained for reference have not yet been received back in the Record Room. They may be kindly returned or the reason for further detention may be noted against each.

Date.....

Signature of the Record Keeper.

Serial No.	Date, number and description of the record detained	When obtained and by whom	Date of return or reason for detention
1	2	3	4

FORM No. XV.

Office.

Department

Disposals of

From Nos, to Series.

N. REFERENCE SLIP.

Current number and date.

To whom referred.

Date of despatch.

Abstract of reference.

Subject Clerk.

Superintendent, Current Section.

Floods.

READ—

Letter No. D 1—24-25, dated 5th November 1924, from the Revenue Commissioner in Mysore, requesting sanction to an additional allotment of Rs. 10,000 for grant of loans to sufferers from floods in the Mysore District.

ORDER No. R. 3160-61—R. M. 3-24-129, DATED 21ST NOVEMBER 1924.

Sanctioned.

2. The amount will be met, in the first instance, out of the amount held in reserve by the Financial Department and a motion for an additional grant on this account will be placed before the Legislative Council at its next Session.

K. V. ANANTARAMAN,
Secretary to Government,
Revenue Department.

Floods.

READ—

Letter No. D. 1—24-25, dated 30th October 1924, from the Revenue Commissioner in Mysore, forwarding a copy of letter No. H. C. 171 of 23-24, dated 24th October 1924, from the Deputy Commissioner, Shimoga, asking for an additional allotment of Rs. 10,000 for full payment of part paid Takavi loans and fresh loans sanctioned to the sufferers in the floods and requesting sanction thereto.

ORDER No. R. 3201-3—R. M. 3-24-132, DATED 22ND NOVEMBER 1924.

The additional allotment of Rs. 10,000 asked for is sanctioned. This will be met from the reserve with the Financial Department to be covered in due course by a demand for additional allotment to be submitted to the Legislative Council.

K. V. ANANTARAMAN,
Secretary to Government,
Revenue Department.

Seigniorage Rate.

READ—

Letter No. 357, dated 12th October 1923, from the Conservator of Forests in Mysore, recommending the levy of a seigniorage rate of 3 annas and 4 pies per buffaloe load of green fuel to be removed from the forests of the Chiknayakanhalli Range in the Tumkur District.

2. Correspondence ending with letter No. H. C. 385—23-24, dated 12th July 1924, from the Deputy Commissioner, Tumkur District, stating that the levy may be suspended for six months in the case of poor raiyats paying a kandayam of less than Rs. 25 per year on account of the seasonal conditions.

3. Further correspondence ending with letter No. 245, dated 18th September 1924, from the Conservator of Forests, stating that a buffaloe load is about $\frac{1}{3}$rd of a cart load and that the rate proposed is therefore reasonable and recommending that the rate may be approved as the revenue of the range has already suffered.

ORDER No. I. C. 3700-1—FT. 20-24-4, DATED 29TH NOVEMBER 1924.

Government are pleased to direct the levy of a seigniorage rate of two annas per buffaloe load of green fuel removed for local consumption from the forests in the Chiknayakanhalli Range.

K. V. ANANTARAMAN,
Secretary to Government,
Revenue Department.